

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)



Properties on High Street

Welcome to your new home at Properties on High Street

You will find some important information and forms in this package as it pertains to your new property. This package simply highlights a few of the provisions of the Bylaws and policies of the Corporation. Please ensure that all applicable forms are submitted to the Administrative Assistant for your property. Please also ensure you have read and understand your Corporation Bylaws and keep this package handy for contact and information purposes.



As a new owner, you will find some important information in this package concerning Property Management contacts, move in policies, rental information and pet registration.

This document is not meant to replace your bylaws: please also ensure you have read and understand your Corporation bylaws.

We are excited to provide you with a unique tool to enable the sharing of information between owners, residents and the Condo board! The GeniePad website provides unique and interactive features to encourage involvement in our community with timely access to up-to-date condominium news, announcements and documents. It's easy to share information with your neighbours in the message forums or use the classified ad pages to sell or buy items. Register at your Condo Genie website: <https://pohs.condogenie.com>

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

NEW OWNER CHECK LIST

Have you...

Obtained your unit's keys, building/garage fobs, and mailbox key from your previous owner?

Reviewed the Properties on High Street Condo Bylaws (*which will have been provided by your realtor or Ayre & Oxford Inc.*)?

Contacted Ayre & Oxford Inc. to (see first page for A & O contact info):

- ◆ Booked the elevator for moving in (refer to section on Move In / Move Out Policy)
- ◆ Made arrangements for condo fee payments (refer to section on Condo Fees)
- ◆ Provided your telephone number for the entrance board code?
- ◆ Provided full contact information for all unit residents?
- ◆ Registered your key fobs?
- ◆ Registered your vehicle(s) information?
- ◆ Registered your pet?
- ◆ Requested information about a storage unit for your parking stall, if required?
- ◆ Notified the water, power, gas, phone and cable utilities of your new address? (Note - only re-connection for power, phone, cable and internet is required. Gas is included in the condo fees. Ensure any existing contracts for services are either cancelled or transferred.)
- ◆ **If you are an owner renting your unit, have you:**
- ◆ Registered all the new tenant info for your renters with Ayre & Oxford Inc.
- ◆ Provided a rental deposit of \$1000.00 or a month's rental fee, whichever amount is higher in the name of the corporation, sent to Ayre & Oxford Inc. as damage deposit for your renters.

PAYMENTS

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking, etc. can be paid by cheque made out to:

Properties on High Street
C/O Ayre & Oxford Inc.
#203 13455 114 Avenue
Edmonton Alberta, T5M 2E2

Please note that any payment that is returned is subject to a \$35.00 NSF processing charge, as well as any interest charges as set out in the Corporation Bylaws.

ALARMS

- ◆ If the building alarm sounds, proceed (with pets) down stairwell to main level.
- ◆ Building alarm systems are tested yearly and owners will be notified ahead of time.

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

BALCONIES

- ◆ Balconies must not be used as general storage areas – e.g. for bicycles or laundry.
- ◆ **Only natural gas barbecues** are allowed on unit balconies. **NO PROPANE.**
- ◆ Balconies are considered a condo Common Area. Cigarette butts are not to be disposed of on balconies or tossed over, as they pose a serious fire hazard.

BICYCLES

- ◆ Bicycles should be stored **in a bike rack in the parkade.** Please do not leave or store them on common property, as well do not damage walls of common areas when transporting them.



BUILDING ACCESS

- ◆ A building security fob is needed at all times to enter from the main entranceway or patio to the lobby. The outside front entrance door to the vestibule is currently locked from 10:00 p.m. to 5 a.m. and access to the building between these hours requires the use of a fob (swipe located to the left of the front doors). Please note, the inside entrance door will not open until the outside door is closed and the fob is swiped again inside.
- ◆ Building access for visitors is controlled by a coded number on the entrance board. The system is interactive with your telephone. If a visitor calls, and you wish to let them enter, **press “6”** on your telephone. This will release the electronic lock.

CONDO ACCESS

- ◆ When an owner takes possession of a unit, the owner will receive a set of security fobs which provide access to all external doors, exercise room and parkade. Extra key fobs can be purchased from Ayre & Oxford Inc.
- ◆ A separate **house key** is needed to allow access to your unit.
- ◆ For the safety and security of you, your family, and your neighbors, you should not lend security fobs to non-residents.
- ◆ If a fob is lost or damaged, it **MUST** be reported to Ayre & Oxford Inc. immediately. These fobs can then be deactivated. You will be **charged for replacement** of the fobs.
- ◆ It is recommended that unit owners provide a copy of their suite key to the Board for safekeeping should access be required to your suite during an emergency e.g., water- related emergencies.

CONDO BOARD NEWS / QUESTIONS / INFORMATION

- ◆ A bulletin board in the lobby, between the mailboxes and the front entrance, has important condominium postings. You can post items for sale on the bulletin board.

CONDOMINIUM FEES

- ◆ See By-law #84, page 48 – “Collection of Contributions”.
- ◆ **Condominium Fees are the sole responsibility of the unit owner and must be paid on a monthly basis. ALL COSTS** related to collection of outstanding Condominium Fees will be charged back to the unit owner. See By-law #8-G-V.

DELIVERIES – see under MOVE IN / MOVE OUT POLICY

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

DRAINS

- ◆ **Please review By-law #50 “Plumbing”.**
- ◆ All of the units’ drains are connected in our building and the drains can be sensitive.
 - **PLEASE do not put grease, chemicals, COFFEE GROUNDS, or other debris down any of your drains.**

ELEVATORS

- ◆ The two elevators are numbered - #1 (north elevator); #2 (south elevator).
- ◆ Our elevators are computerized. Pressing a button multiple times will not result in the elevator arriving faster or the door opening or closing more quickly. However, it may result in the elevator maintenance company needing to come more often to fix damaged buttons!!!
- ◆ If you are ever stuck in the elevator, push the call button below the panel and an operator will ask for your location (Properties on High Street – 10108 125th Street).

EVENTS

- ◆ The following events occur annually (notices will be posted in the building well in advance of the event dates):
- ◆ Annual General Meeting (AGM) – usually in the fall.
- ◆ Summer BBQ
- ◆ Christmas wine & cheese party

FIRE SAFETY

- ◆ **Please review By-law #51 “Combustible Materials”.**
- ◆ **Do not store** any materials in your storage cage, balcony, or furnace room that might be **flammable**, including **propane tanks**. Nothing should touch your furnace.
- ◆ There is an annual building fire drill for all owners and pets. You will be notified in advance when this will take place.

IN THE EVENT OF A FIRE ALARM

- ◆ Proceed **DOWN THE STAIRS**, with your pets, to the lobby.
- ◆ **All residents should meet at the front entrance of the building to receive further instructions.**
- ◆ **Do not depart the Properties on High Street area** until you have been checked off the resident list at the emergency gathering point

GARBAGE



- When transporting your garbage to the garbage room, make sure it is well wrapped, well tied, and DOES NOT DRIP.
- All garbage must be placed in the bin in the garbage room on the main floor; otherwise it will not be collected.
- ◆ **You are responsible** for safely disposing of your own **hazardous household items, oversize garbage, and recyclables. Cardboard boxes must be flattened and placed in the recycle bin for collection.** Please take your electronics and large recyclable items to the nearby **City Eco Station at 11440 143 Street.**
- ◆ See **RECYCLING** in this document for more information.

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

INSURANCE

- ◆ The Condominium Corporation is responsible for carrying adequate insurance on the building, and common areas.
 - **Owners are required to obtain and maintain a condominium Unit Owners Insurance Policy which provides at least the minimum amounts of coverage required under the current By-laws. Renters are required to maintain a Tenants Policy. As well, please review By-law #43 “Insurance Deductible” as well as refer to the Building’s current insurance certificate.**

MAIL

- ◆ Resident mailboxes are located in the main floor hallway by the front entrance.
- ◆ If you do not want junk mail and flyers put a **“no unaddressed mail”** sticker on the inside on the bottom of your mail box (not on the outside).
- ◆ Incorrectly addressed mail can be put in the return basket.
- ◆ If the addressed mail belongs to another unit in the building, please slip it under their door
- ◆ You are responsible for repairing/replacing the lock on your mail box. If you lose your mailbox key, you will need to call a locksmith.



MAINTENANCE OF UNIT

- ◆ **Owners are responsible for the interior maintenance of their own units, including plumbing and electrical problems. Please refer to By-Law #44.**
- ◆ Please notify Ayre & Oxford Inc. if your suite has been damaged by leaking water or any other activities, of another unit.
- ◆ Fireplace – it is a good idea to turn the pilot light off in the summer.

WATER-RELATED:

- ◆ **Shut off water to washing machine when not in use (if accessible).**
- ◆ Shut off water at main valves if you are away for more than a day and then turn off furnace humidifier. Owners may wish to undertake installing individual shut-offs in their unit.

FRIDGE:

- ◆ Be careful when pulling out your fridge when inspecting the water line to ensure the line does not crimp or kink.
- ◆ Fridge filter should be changed regularly (some fridges have a notification light to remind you).
- ◆ Be aware of the locations of the sprinkler heads in your unit (e.g. walls, pantry, closets. If one breaks, this may cause significant flooding. e.g. inside front walls of pantry, closets, etc.
- ◆ Furnace / Humidifier – furnace filter needs to be changed regularly with correct filter. The humidifier pan filter also needs to be cleaned and changed annually.

MESS

- ◆ Condo Bylaws require that you do **NOT leave items in the common areas** or outside your front door, e.g. litter, household garbage, moving boxes, bikes, hallway mats, etc.

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

- ◆ If you use the shopping cart stored in the parkade to bring large loads up to your suite, it must be promptly returned and not left in the hallway.

MOVING & DELIVERY POLICY

1. Notify Ayre & Oxford Inc. immediately of any move or delivery at 780-448-4984 ext. 334 or email carrie@ayreoxford.com.
2. Provide a **minimum of 7 days prior notice to book the elevator** to the Property Manager.
3. **No moves or deliveries requiring elevator padding will be allowed outside the hours of 8:30am – 6:00pm Monday to Thursday and 8:30am - 4:00pm on Friday. Ayre & Oxford will not give permission for any moves outside of these hours to ensure someone is available to remove the elevator padding before the weekend.**
4. **Only the rear loading dock may be used for moves or deliveries and the door must be monitored at all times.**
5. There is a **non-refundable moving charge of \$200.00** billed to the Unit Owner.
6. Unscheduled moves will be levied a \$100 fine in addition to the non-refundable moving charge.

NOISE

- ◆ By-law #61 defines **quiet hours between 10:00 at night and 8:00 in the morning**. *This means standard household activity is allowed during the rest of the period. However, there is still a 24-hour prohibition against excessive noise.*

PARKING

- ◆ There are 7 visitor parking stalls in the parkade, on the first level of the garage as you enter, and 3 visitor parking stalls outside, at the rear of the building. **The visitor stalls are NOT for resident use.** City Bylaws require that we maintain these stalls strictly for visitors, and they cannot be sold or rented to residents.
- ◆ **All visitors must sign in on the sheets by the elevator at level P1. This includes visitors who have parked in the outside visitor parking stalls.**
- ◆ You are **not allowed to wash or make repairs to your vehicle** while it is in the parkade or on common property.
- ◆ **No items may be stored in your parking stall, unless it is placed in an approved storage cage.**

PETS

- ◆ **Only one cat or dog weighing less than ten (10) kilograms may be kept in a unit without written consent by the board. Your pet must be registered with Ayre & Oxford Inc.**
- ◆ **No visitor pets are allowed.**
- ◆ When on common property, pets should be on a **leash**, in a **cage**, or **carried** by their owner.
- ◆ Please **do NOT use our common areas (e.g. lawn), including the parkade, for “walking” your dog or for doing “its business”**. Nobody wants to pay extra to clean up and/or repair the common areas because of other people’s pets. Owners

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

and renters will be directed to remove their pet from the complex should they fail to comply.

RECYCLING

- ◆ Recycling bins are in both the garbage and loading dock (bottle) rooms on the main floor. See info in these for details of what you can recycle on site.
- ◆ Large numbers of flattened moving boxes and other cardboard must be taken to an Edmonton recycling center. See the City of Edmonton website for locations.
- ◆ Beverage bottles / cans / cartons / milk jugs, etc. are collected in the loading dock area on the first floor. **Please remove tops and rinse containers.** **Please sort these items to assist the volunteers in their collection.**

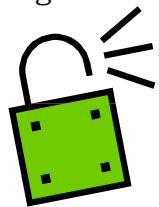


RENOVATIONS

- ◆ **Please review By-law #47 before proceeding with any renovations in your unit.**
- ◆ All structural alterations (e.g. additions, changes to plumbing, electrical, or gas, etc.) **MUST** be approved by the Condo Board **PRIOR** to work commencing.
- ◆ **Flooring: All flooring is not permitted to be glued down once replaced.**
- ◆ Each owner is responsible for the actions of any contractor brought onto the property by that owner. Contractors and their employees **MUST USE THE LOADING DOCK DOOR.**
- ◆ **Under no circumstances** are the contractor's materials to be kept on or about the common property. Contractors are expected to clean up after themselves and any damage or cleaning required to the common property will be the responsibility of the unit owner.
- ◆ The **balconies, doors and exterior windows are part of condo common property** and cannot be renovated by the owner/renter. Please report any damage to Ayre & Oxford Inc.
- ◆ **Window tinting – owners must request permission from the Board in order to tint their windows. Tinting standards will be provided to you at that time.**

SAFETY & SECURITY

- ◆ Immediately report any lost building or garage door fobs. They are registered in the security system and can be deactivated.
- ◆ Report any suspicious behaviour or loud parties directly to the **police**, as well as informing the management company
- ◆ Reduce your driving speed in the parkade and use the mirrors on blind corners to watch for oncoming cars. This applies to cyclists riding in the parkade, as well.



◆ ***HELP PREVENT BREAK INS!!!!***

- ◆ *Do not open the doors with your intercom if you don't know who is ringing for entry.*
- ◆ *Do not let a stranger into the building when you are entering or leaving.*
- ◆ ***Stop and wait for garage door to close when entering or exiting the parkade. Check your rear-view mirror when you drive in or out of the parkade to ensure that no one sneaks through the garage door.***

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

THIS IS THE WEAKEST LINK IN OUR BUILDING SECURITY. YOUR UNWAVERING COOPERATION WITH THIS POINT IS NECESSARY.

- ◆ ***Do not prop any of the building perimeter doors open at any time – this will trigger an alarm.***

SELLING

- ◆ **No signs, billboards**, notices or other advertising matter of any kind can be placed on any part of a unit.
- ◆ **As soon as you know you are selling your unit, notify Ayre & Oxford Inc. immediately.**

STORAGE

- ◆ We do not have any storage facilities in the complex other than the storage cages in the parkade. Contact Ayre & Oxford Inc. for information on how to have a storage cage installed if there is not one already above your parking stall.
- ◆ Condo Bylaws **prohibit onsite storage of anything that is flammable, smells, or leaks. This includes propane tanks.**



SMOKING

- ◆ There is **NO SMOKING allowed** in any of the common areas, including parkade, stairwells, elevators, lobbies.



TV – CABLE & SATELLITE

- ◆ Each individual unit is responsible for the installation of their own cable TV services.
- ◆ No satellite dishes are allowed.



VERMIN

- ◆ If you see any of the following, please report immediately to Ayre & Oxford Inc:
 - Pigeons on balconies**, Mice, Cockroaches, Etc.
- ◆ **Pigeons are considered serious nuisance and vermin due to the diseases they potentially carry, and the mess they leave behind.
 - **DO NOT FEED THEM UNDER ANY CIRCUMSTANCES.**



PLEASE NOTE: These are **NOT** the Bylaws, nor do they amend or replace the Bylaws. Please have every member of your household read the Bylaws, and if you have any questions contact Ayre & Oxford Inc. for clarification.

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Properties On High Street **Contact Information Update Form**

How would you like to receive your Condominium Correspondence?

EMAIL ONLY

☐

MAIL ONLY

☐

**** Please ensure that your address filed with Land Titles is kept up-to-date at all times to ensure you receive important Legal documents pertaining to your Property, which will continue to be mailed to the Address registered on Land Title. ****

Suite No.: _____ Building (where applicable): _____

OWNER INFORMATION

Owner Name: _____

Property Address: _____

Mailing Address (if offsite): _____ Prov: _____ Postal Code: _____

Primary Phone No.: _____ Secondary Phone No.: _____

E-mail: _____

Emergency Contact/Agent: _____

Emergency contact primary phone: _____ Secondary phone: _____

TENANT / RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

Please be reminded that the Owner(s) is/are responsible to ensure the Tenant(s) receive all applicable correspondence.

CARS OWNED OR USED BY OWNER/RESIDENTS parked on Condominium Property:

Car #1.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate Number: _____

Car #2.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested above is required as per your Bylaws and the Condominium Property Act. Please ensure you submit a new form with any changes to any of the above information. Changes are accepted in writing only, to ensure no discrepancies.

Once completed, please sign and return the form to carrie@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

NOTICE OF INTENTION TO RENT/LEASE Properties on High Street Condominiums

1. We, _____ as owner(s) of Unit Number _____,
intend to rent/lease the unit to:

(name and address of proposed tenant/lessee)

2. A copy of the proposed rental agreement/lease showing the terms thereof, the amount of the rental to be paid and the circumstances under which it may be terminated prior to expiry is attached.

3. My/Our address for service of legal process is:

4. I/We undertake to pay the Condominium Corporation and to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

5. Notice of Move in and move out must be notified in advance, at which time an elevator key will be provided if applicable to assist with the move.

6. I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against Condominium fees paid; resulting in action taken as per the Corporation bylaws. The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

7. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

8. I / We understand that the Residential Tenancies Act may affect us and our tenant. If there is a conflict between the Residential Tenancies Act and the Condominium Property Act, the Condominium Property Act applies.

9. Attached is a cheque for the deposit (one month's rent) in the amount of \$1000.00 or one month's rent which is ever greater and \$150 move in fee if applicable Yes _____, or No _____.

DATED at Edmonton this _____ day of _____, 20 _____.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments:

- Proposed Rental Lease Agreement,
- Signed Tenant Receipt of Bylaws.
- Tenants' insurance certificate

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Tenants' Receipt of Bylaws Confirmation – Properties on High Street

To: Board of Directors: Properties on High Street Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at Properties on High Street please be advised of the following:

I / We _____
have received a copy of the Corporation bylaws, for review.

I / We _____
agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

Cease to Rent

To: Board of Directors: Properties on High Street Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Check One:

Please refund security deposit

☐

Yes

☐

No

Please keep security deposit on file

☐

Yes

☐

No

Please apply security deposit to outstanding balance

☐

Yes

☐

No

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

OFFICE USE ONLY

Initial

- Verified Outstanding fines & charges in relation to tenancy _____
- Apply \$_____ of deposit to cover: _____

PM Signature

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

APPLICATION FOR PET APPROVAL Properties on High Street

In accordance with The Owners: Condominium Plan No. **022 7783** By-law 47. (c) i, ii, iii, & iv. approval for a cat(s), small dog(s) or bird(s) is required. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted.

Owner: _____ Unit Address: _____

Home # _____ Work # _____

Mailing Address if Owner lives Off-Site: _____

TO BE COMPLETED BY OWNER/LANDLORD IF UNIT IS RENTED:

Tenant Name(s) _____

Home # _____ Work # _____

Pet Description: Cat (breed): _____ Dog (breed): _____

Sex: _____ Color: _____ Height: _____ Weight: _____ Age: _____ Fixed? Circle Y or N

Common Name: _____

Municipal License # _____ Tag # _____

I/We, the Owner(s) of the above Unit do hereby make application for approval for the pet (cat or dog) as described above and agree to the following terms and conditions:

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation, in accordance with By-law 47. (c) i, ii, iii, & iv.
4. In the event that the animal described about is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be tied to any part of the Common Property, including posts, trees, shrubs, fences or signs.
7. No animal shall be allowed to create noise or disturb other residents in any way.
8. No animal shall be left unattended while on Common Property or exclusive use areas.
9. All pets must be properly controlled(leashed or caged) at all times while on Common Property.
10. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
11. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

SIGNED THIS _____ DAY OF _____, 20____. Signature: _____

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Properties On High Street Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Unit #: _____

Surname: _____ First Name: _____ Initial: _____

Name: _____

Complete if the name the account is under is different from Condominium Owner's name

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No : _____ (work) _____

CIRCLE YES or NO

- | |
|---|
| <ol style="list-style-type: none">1. New Pre Authorized Plan for Ayre & Oxford Inc.? YES NO2. Bank Information Change (If Applicable)? YES NO3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____ |
|---|

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and:

Ayre & Oxford Inc.
#203, 13455-114 Avenue
Edmonton, Alberta T5M 2E2 Telephone: (780) 448-4984

To transfer monies in the amount of the monthly condominium fees from my account at the following location:

Financial Institution Name _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No.: _____

I authorize Ayre & Oxford Inc. and ATB to use the services of any member or affiliate of the Canadian Payments Association (CPA) in carrying out this authorization. I agree to be bound by the standards, rules and practices of the CPA as they may exist from time to time. I agree to give written notice of cancellation of this authorization to Ayre & Oxford Inc. and to be bound by this authorization until Ayre & Oxford Inc. has had reasonable time to act on the notice. Ayre & Oxford Inc. and/or ATB may terminate this authorization by providing me with ten (ten) days notice. I undertake to inform Ayre & Oxford Inc. within ten (10) days of any changes to branch, account and institution number while this authorization is in effect.

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 23rd of the current month.

I understand there will be a service charge of \$35.00 if any withdrawal is returned. (This service charge is subject to change without notice.)

Please complete and return to: receivables@ayreoxford.com

Commencement Date: _____ 1, 20____ (We must receive this form by the 23rd of the month before the commencement date.)

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Properties on High Street Condominium Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____ **Interior Enhancement** (needing insurance) **Y / N**

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Flooring, Sun/Screenroom, Other)

City of Edmonton Permit Required: **YES**_____ **NO**_____ (If yes, enclose copy for file)

Flooring: All flooring is not permitted to be glued down once replaced.

Material(s) to be used in construction:

NOTE: low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements

Color(s): NOTE: If enhancement is exterior, it must coordinate to existing exteriors

Dimensions, Specifications:

(attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required.)

Contractor(s) or persons responsible for construction and contact numbers:

Estimated start to completion dates of project(s): _____

NOTE: owner(s) accepts responsibility for timely completion of construction project

Units that may be affected and/or impacted by construction:

Properties on High Street Condominium

Unit Alteration/Renovation Application – Third Parties Agreement

Owner(s) to complete the following section:

I/we, _____, as homeowner(s) of Unit _____, accept all responsibility for construction and associated costs including permits as well as any/all related maintenance of these projects. I/We also accept full liability for any and all damages caused as a result of the failure of any electrical, plumbing and/or structural components changed during the course of the renovation.

When these enhancements are complete, these projects will be discussed with my/our insurance agent. If applicable my/our insurance coverage will be increased to cover replacement costs associated with these items. I/We are aware and accept full responsibility for any additional insurance premiums incurred as a result of these improvements to my/our property and unit.

Dated this _____ day of _____, 20____

Owner's Signature

Owner's Signature

Office to complete the following section

Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20____, _____
(Property Manager)

Intercom Update

Properties on High Street Condominiums



Please be advised an Intercom system is installed and all entrance doors to the building are secured.

The system works by using a 4 digit number assigned to your suite which has to be entered by your guest which activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing "6" on your phone pad.

To activate your Intercom we require the telephone or cellular number you wish to use along with your name or "Occupied" to be displayed.

Please fill out the following information and return it to carrie@ayreoxford.com or to the office:

Ayre & Oxford Inc.
Suite 203, 13455 – 114 Avenue
Edmonton, AB T5M 2E2
FAX: (780) 448- 7297

****Can only be hooked up to one (1) local number.**

Unit #: _____

Owner/Tenant Name(s): _____

Name Displayed: _____

Phone Number: _____

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

PROPERTY RESIDENT COMPLAINT FORM

Today's Date: _____ Building Name / Address: _____

Name: _____ Suite: _____ Owner or Tenant? _____

E-mail address: _____ Phone Number: _____

Complaint Against Suite #: _____ Type of complaint: _____

If the complaint is noise, describe the type of noise: _____

How frequent is this occurring? _____

How long does this occur? _____

At what time of day? _____

Location / source of the complaint? _____

How is it affecting you? _____

Is it affecting anyone else? _____

Other relevant details: _____

Have you discussed / communicated this with the source of the complaint if applicable? If

yes provide details: _____

Are you willing to attend court in the event that this issue escalates to that point: _____

The information collected here is for legal and record keeping purposes only. Your information will not be shared with the offenders unless required by law.

FOR OFFICE USE ONLY:

1ST COMPLAINT 2ND COMPLAINT 3RD COMPLAINT 4TH COMPLAINT

NOTES: _____

